

**TOWNSHIP OF WEST BRADFORD**  
**1385 CAMPUS DRIVE, DOWNINGTOWN, PA 19335**  
**610-269-4174**

**BROAD RUN PARK --- PAVILION RESERVATION APPLICATION**

**1495 Broad Run Road, Downingtown, PA 19335**

The Township parks have been developed for the use and enjoyment of Township citizens and guests; however, it is recognized that at certain times it may be beneficial for park users to reserve pavilions. These reservations are for the convenience of the users and should not be construed as a claim to park facilities to the detriment of other park users. Please be advised the security fee (separate check required) for pavilion security and/or trash removal is equal to the total rental fee. Pending a pavilion inspection by the Parks Department, cash deposits may be picked up at the Township Building the week after the event. Checks will be mailed.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

**SIGNATURE\*** \_\_\_\_\_

**(\*My signature indicates that I have read, understood, and agree to abide by all of the "Reservation Regulations" on page 2 of this application form.)**

<u>DATE</u>	<u>TIME</u>	<u>FACILITY REQUESTED</u>		<u>* FEE PER HR. - 3 HOUR MINIMUM</u>	
		<u>MAXIMUM # OF PEOPLE</u>		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
		Maximum <b>50</b> Guests	PAVILION A 24' X 52'	\$20.00/hr. (3 hour minimum)	\$30.00/hr. (3 hour minimum)
		Maximum <b>20</b> Guests	PAVILION B 24' X 28'	\$15.00/hr. (3 hour minimum)	\$26.00/hr. (3 hour minimum)
		Maximum <b>30</b> Guests	PAVILION C 24' x 36'	\$17.00/hr. (3 hour minimum)	\$28.00/hr. (3 hour minimum)
		Maximum <b>40</b> Guests	PAVILION D 30' X 36'	\$17.00/hr. (3 hour minimum)	\$28.00/hr. (3 hour minimum)

**\*CHECK MUST ACCOMPANY RESERVATION**

**\*FEE IS NON-REFUNDABLE**

DATE RECEIVED \_\_\_\_\_ PAYMENT \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ BY \_\_\_\_\_

DATE TO BE POSTED \_\_\_\_\_ BY \_\_\_\_\_

**\* PLEASE SEE REVERSE SIDE FOR MORE INFORMATION**

## **RESERVATION REGULATIONS:**

1. The fact that a group is permitted to meet at the Township recreation facility does not, in any way, constitute an endorsement of the group's policies or beliefs.
  - 1a. One party may not rent multiple pavilions for the same event and/or the same time and day.
  - 1b. The maximum allowable guest count may not be exceeded under any circumstance. There are no exceptions to this rule.
2. By his/her submission of an application, applicant agrees that the Board of Supervisors and Parks and Recreation Commission shall not be held responsible or accountable for any action taken in accordance with these regulations, and shall be held harmless and immune from liability and suit by the applicant for his/her action taken pursuant to these rules and regulations.
3. Sport facilities cannot be reserved except for the use of the West Bradford Youth Association or the Downingtown School District as approved by the Township. The use of sport facilities is subject to general park rules of one (1) hour usage.
4. The Township Manager or designee shall have the authority to revoke a reservation upon a finding of violation of any rule or ordinance or upon good cause shown.
5. Reservations for pavilions will be posted each week on Monday. Reservations will not be accepted for any time period when the pavilion reservation schedule has already been posted.
6. Pavilion users will be responsible for the condition of the facility and trash clean-up when they leave. Screws, nails and other mechanical devices are prohibited for hanging decorations.
7. **Vehicles are permitted in the parking lot only – NEVER permitted in the interior of the park. VIOLATORS WILL BE PROSECUTED.**
8. Reservation fees are non-refundable.
9. All dogs must be on leashes.
10. The reservation is for Pavilion Rental only, not for all facilities in the Park.

## **PAVILION DESCRIPTIONS**

### PAVILION A – 24' x 52' - ACCOMMODATES 50

- LOCATED IN CENTER OF PARK ABOVE THE BASKETBALL COURT.
- 8 SIX-FOOT TABLES UNDER ROOF, 5 SIX-FOOT TABLES NEARBY.
- 1 GRILL OUTSIDE PAVILION, 3 NEARBY
- 2 TRASH CANS OUTSIDE PAVILION

### PAVILION B - 24' X 28' – ACCOMMODATES 20

- LOCATED IN CENTER OF PARK NEXT TO IN-LINE SKATING RINK, ATTACHED TO REST-ROOMS.
- 4 SIX-FOOT TABLES UNDER ROOF
- 1 TRASH CAN OUTSIDE PAVILION, 4 NEARBY

### PAVILION C - 24' x 36' – ACCOMMODATES 30

- LOCATED NEAR POND
- 5 SIX-FOOT TABLES UNDER ROOF, 5 SIX-FOOT TABLES NEARBY.
- 1 GRILL OUTSIDE PAVILION, 2 NEARBY
- 2 TRASH CANS OUTSIDE PAVILION

### PAVILION D - 30' X 36' – ACCOMMODATES 40

- LOCATED NEAR YOUTH PLAY AREA SWINGS AND TOT LOT
- 8 SIX-FOOT TABLES UNDER ROOF, 5 SIX-FOOT TABLES NEARBY. NO GRILL AT PAVILION
- 1 TRASH CAN OUTSIDE PAVILION, 2 NEARBY
- 4 GRILLS AND 6 SIX-FOOT TABLES ARE LOCATED IN THE WOODED AREA ACROSS THE TRAIL, SOUTHEAST OF TOT-LOT

**ALCOHOLIC BEVERAGES, LOUD MUSIC, ANY & ALL AMPLIFIED SYSTEMS, CONFETTI & SMOKING ARE NOT PERMITTED IN THE PARK. ELECTRIC IS NOT AVAILABLE. WEST BRADFORD TOWNSHIP IS NOT RESPONSIBLE FOR NATURAL OCCURRENCES INCLUDING WEATHER EVENTS. DO NOT MOVE TABLES OR BENCHES. NO GAS GRILLS ARE PERMITTED. ALL COOKING TO BE DONE ON TOWNSHIP-PROVIDED CHARCOAL GRILLS.**

**IMPORTANT DOCUMENT! PLEASE READ CAREFULLY!**

## PAVILION RENTAL GUEST COUNT AGREEMENT

This Agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, ("Renter") and West Bradford Township ("Township").

Renter has reserved \_\_\_\_\_ at:

\_\_\_ Broad Run Park  
\_\_\_ Shadyside Park  
\_\_\_ other \_\_\_\_\_

for a party not to exceed the number of maximum guests as listed on the Pavilion Reservation Application attached hereto.

By executing this Pavilion Rental Guest Count Agreement the Renter hereby agrees that the actual number of attendees on all parts of the park premises at any one time during the event hours will not exceed the above-noted guest count. If the Township determines that the actual number of attendees exceeds this count the Township reserves the right to immediately revoke the rental permit, in which instance the Renter agrees to (1) forfeit any rental fee and security deposit, in its entirety, to the Township, and (2) immediately terminate the event and immediately vacate the park, if so ordered by the Township.

Renter acknowledges that it is the sole responsibility of the Renter to manage or otherwise control the number of guests attending the event.

FOR RENTER:

FOR TOWNSHIP:

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

\_\_\_\_\_  
name (printed)

\_\_\_\_\_  
name (printed)

**IMPORTANT DOCUMENT! PLEASE READ CAREFULLY!**